

# STATE OF IOWA



## **REQUEST FOR PROPOSAL RFP # ED-DH189-09 Authentic Intellectual Work #4**

**On Behalf of the Iowa Department of Education**

**Bid Proposal Due Date: July 17, 2009, 4:30 P.M. Central Daylight Time**

**Submit Bid Proposal to:**

Deborah Humpal, Issuing Officer  
Iowa Department of Education  
Division of PK-12 Education  
Bureau of Teaching and Learning Services  
Grimes State Office Building  
400 E. 14th St.  
Des Moines, IA 50319-0146

All available information concerning this Request for Proposal can be downloaded from the Iowa Department of Education website:  
[http://www.iowa.gov/educate/index.php?option=com\\_content&task=category&sectionid=37&id=47&Itemid=1505](http://www.iowa.gov/educate/index.php?option=com_content&task=category&sectionid=37&id=47&Itemid=1505)

All questions should be in writing and directed to:  
DE Issuing Officer: Deborah Humpal  
Email: [deborah.humpal@iowa.gov](mailto:deborah.humpal@iowa.gov) (preferred method of communication)  
Fax: (515) 242-6025

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## Section 1 Introduction

### 1.1 Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified service providers to **plan and facilitate functions related to Authentic Intellectual Work (AIW) as described in Section 3**. Any contract resulting from the RFP shall not be an exclusive contract.

### 1.2 Definitions

**Bidder** means A person, partnership, firm, corporation, or joint venture submitting a bid proposal for the purpose of obtaining a contract.

**Contract** means the RFP, any addenda thereto, the bidder's proposal, and the purchase. The contract constitutes the entire agreement between the state and the contractor.

**Department** means Iowa Department of Education.

**Evaluation Committee** means a committee established by the Department to review and evaluate bid proposals to determine contract award.

**Targeted Small Business** means a small business which is fifty-one percent or more owned, operated and actively managed by one or more women, minority persons, or persons with a disability, as defined in Iowa Code section 15.102

**Invoice** means billing by contractor for services rendered.

**Joint Venture** means two or more corporations or entities that form a temporary union for the purpose of an RFP.

## Section 2 Administrative Information

### 2.1 Issuing Officer

Deborah Humpal, Issuing Officer  
Iowa Department of Education  
Division of PK-12 Education  
Bureau of Teaching and Learning Services  
Grimes State Office Building  
400 E. 14th St.  
Des Moines, IA 50319-0146

### 2.2 Restriction on Communication

From the issue date of this RFP until announcement of the successful vendor, vendors may contact only the Issuing Officer. The Issuing Officer will respond only to questions regarding the procurement process. Questions related to the interpretation of this RFP must be submitted in writing to the Issuing Officer by 4:30 p.m., central time, **July 17, 2009**. Verbal questions related to the interpretation of this RFP will not be accepted. Vendors may be disqualified if they contact any state employee other than the issuing officer.

### 2.3 Downloading the RFP from the Internet

All amendments will be posted on the Iowa Department of Education's home page at  
[http://www.iowa.gov/educate/index.php?option=com\\_content&task=category&sectionid=37&id=47&Itemid=1505](http://www.iowa.gov/educate/index.php?option=com_content&task=category&sectionid=37&id=47&Itemid=1505).

The vendor is advised to check Iowa Department of Education's home page periodically for amendments to this RFP, particularly if the vendor downloaded the RFP from the Internet as the vendor may not automatically receive amendments. If the vendor received this RFP as a result of a written request to the Iowa Department of Education, the vendor will automatically receive amendments.

### 2.5 Submission of Bid Proposals

The Iowa Department of Education must receive the bid proposal at **400 E. 14<sup>th</sup> Street, Des Moines, IA** before **4:30 pm**, central time, **Friday, July 17, 2009**. **This is a mandatory requirement and will not be waived by the Iowa Department of Education. Any bid proposal received after this deadline will be rejected and returned unopened to the vendor.** Vendors mailing bid proposals must allow ample mail delivery time to

ensure timely receipt of their bid proposals. It is the vendor's responsibility to ensure that the bid proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the bid proposal. Electronic mail and faxed bid proposals will not be accepted.

Vendors must furnish all information necessary to evaluate the bid proposal. Bid proposals that fail to meet the mandatory requirements of the RFP will be disqualified. Verbal information provided by the vendor shall not be considered part of the vendor's proposal.

## **2.6 Costs of Preparing the Bid Proposal**

The costs of preparation and delivery of the bid proposal are solely the responsibility of the vendor.

## **2.7 Rejection of Bid Proposals**

**The Iowa Department of Education reserves the right to reject any or all bid proposals, in whole and in part, received in response to this RFP at any time prior to the execution of a written contract. Issuance of this RFP in no way constitutes a commitment by the Iowa Department of Education to award a contract. This RFP is designed to provide vendors with the information necessary to prepare a competitive bid proposal. This RFP process is for the Iowa Department of Education's benefit and is intended to provide the Iowa Department of Education with competitive information to assist in the selection of a vendor to provide services. It is not intended to be comprehensive and each vendor is responsible for determining all factors necessary for submission of a comprehensive bid proposal.**

## **2.8 Disqualification**

The Iowa Department of Education shall reject outright and shall not evaluate proposals for any one of the following reasons:

- 2.8.1** The vendor fails to deliver the bid proposal by the due date and time.
- 2.8.2** The vendor fails to deliver the cost proposal in a separate envelope.
- 2.8.3** The vendor states that a service requirement cannot be met.

- 2.8.4** The vendor's response materially changes a service requirement.
- 2.8.5** The vendor's response limits the rights of the Iowa Department of Education.
- 2.8.6** The vendor fails to include information necessary to substantiate that it will be able to meet a service requirement. A response of "will comply" or merely repeating the requirement is not sufficient. Responses must indicate present capability; representations that future developments will satisfy the requirement are not sufficient.
- 2.8.7** The vendor fails to respond to the Iowa Department of Education's request for information, documents, or references.
- 2.8.8** The vendor fails to include a bid bond.
- 2.8.9** The vendor fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested in section 4 of this RFP.
- 2.8.10** The vendor presents the information requested by this RFP in a format inconsistent with the instructions of the RFP.
- 2.8.11** The vendor initiates unauthorized contact regarding the RFP with state employees.
- 2.8.12** The vendor provides misleading or inaccurate responses.

## **2.9 Reference Checks**

The Iowa Department of Education reserves the right to contact any reference to assist in the evaluation of the bid proposal, to verify information contained in the bid proposal and to discuss the vendor's qualifications and the qualifications of any subcontractor identified in the bid proposal.

## **2.10 Information From Other Sources**

**The Iowa Department of Education reserves the right to obtain and consider information from other sources concerning a vendor, such as the vendor's capability and performance under other contracts.**

## **2.11 Verification of Bid Proposal Contents**

**The content of a bid proposal submitted by a vendor is subject to verification. Misleading or inaccurate responses shall result in disqualification.**

## **2.12 Criminal History and Background Investigation**

The Iowa Department of Education reserves the right to conduct criminal history and other background investigation of the vendor, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the vendor for the performance of the contract.

## **2.13 Bid Proposal Clarification Process**

The Iowa Department of Education reserves the right to contact a vendor after the submission of bid proposals for the purpose of clarifying a bid proposal to ensure mutual understanding. This contact may include written questions, interviews, site visits, a review of past performance if the vendor has provided goods or services to the Iowa Department of Education or any other political subdivision wherever located, or requests for corrective pages in the vendor's bid proposal. The Iowa Department of Education will not consider information received if the information materially alters the content of the bid proposal or alters the type of goods and services the vendor is offering to the Iowa Department of Education. An individual authorized to legally bind the vendor shall sign responses to any request for clarification. Responses shall be submitted to the Iowa Department of Education within the time specified in the Iowa Department of Education's request. Failure to comply with requests for additional information may result in rejection of the bid proposal as non-compliant.

## **2.14 Disposition of Bid Proposals**

All proposals become the property of the Iowa Department of Education and shall not be returned to the vendor unless all bid proposals are rejected or the RFP is cancelled. In either event, vendors will be asked to send prepaid shipping instruments to the Iowa Department of Education for return of the bid proposals submitted. In the event the Iowa Department of Education does not receive shipping instruments, Iowa Department of Education will destroy the bid proposals. Otherwise, at the conclusion of the selection process, the contents of all bid proposals will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other applicable law.

## **2.15 Public Records and Requests for Confidential Treatment**



The Iowa Department of Education may treat all information submitted by a vendor as public information following the conclusion of the selection process unless the vendor properly requests that information be treated as confidential at the time of submitting the bid proposal. The Iowa Department of Education's release of information is governed by Iowa Code chapter 22. Vendors are encouraged to familiarize themselves with chapter 22 before submitting a proposal. The Iowa Department of Education will copy public records as required to comply with the public records laws.

Any request for confidential treatment of information must be included in the transmittal letter with the vendor's bid proposal. In addition, the vendor must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law which support treatment of the material as confidential and explain why disclosure is not in the best interest of the public. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the vendor to respond to any inquiries by the Iowa Department of Education concerning the confidential status of the materials.

Any bid proposal submitted which contains confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Identification of the entire bid proposal as confidential may be deemed non-responsive and disqualify the vendor.

If the vendor designates any portion of the RFP as confidential, the vendor must submit one copy of the bid proposal from which the confidential information has been excised. This excised copy is in addition to the number of copies requested in section 4 of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible.

**The Iowa Department of Education will treat the information marked confidential as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other applicable law by a court of competent jurisdiction.**

**In the event the Iowa Department of Education receives a request for information marked confidential, written notice shall be given to the vendor seven calendar days prior to the release of the information to**

**allow the vendor to seek injunctive relief pursuant to Section 22.8 of the Iowa Code.**

**The vendor's failure to request confidential treatment of material will be deemed by the Iowa Department of Education as a waiver of any right to confidentiality, which the vendor may have had.**

## **2.16 Copyrights**

By submitting a bid proposal, the vendor agrees that the Iowa Department of Education may copy the bid proposal for purposes of facilitating the evaluation of the bid proposal or to respond to requests for public records. The vendor consents to such copying by submitting a bid proposal and warrants that such copying will not violate the rights of any third party. The Iowa Department of Education shall have the right to use ideas or adaptations of ideas that are presented in the bid proposals.

## **2.17 Release of Claims**

By submitting a bid proposal, the vendor agrees that it will not bring any claim or cause of action against the Iowa Department of Education based on any misunderstanding concerning the information provided herein or concerning the Iowa Department of Education's failure, negligent or otherwise, to provide the vendor with pertinent information as intended by this RFP.

## **2.18 Presentations**

Vendors may be required to make a presentation of the bid proposal. The presentation may occur at Iowa Department of Education's offices or at the offices of the vendor. The determination as to need for presentations, the location, order, and schedule of the presentations is at the sole discretion of the Iowa Department of Education. The presentation may include slides, graphics and other media selected by the vendor to illustrate the vendor's bid proposal. The presentation shall not materially change the information contained in the bid proposal.

## **2.19 Evaluation of Bid Proposals Submitted**

Bid proposals that are timely submitted and are not subject to disqualification will be reviewed in accordance with Section 5 of the RFP. The Iowa Department of Education will not necessarily award any contract

resulting from this RFP to the vendor offering the lowest cost to Iowa Department of Education. Instead, the Iowa Department of Education will award the contract to the compliant vendor whose proposal receives the most points in accordance with the evaluation criteria set forth in section 5 of this RFP and subject to approval of **the evaluation team**.

## **2.20 Award Notice and Acceptance Period**

**Notice of intent to award the contract will be sent by mail to all vendors submitting a timely bid proposal.**

## **2.21 Definition of Contract**

The full execution of a written contract shall constitute the making of a contract for services and no vendor shall acquire any legal or equitable rights relative to the contract services until the contract has been fully executed by the successful vendor and the Iowa Department of Education.

## **2.22 Choice of Law and Forum**

This RFP and the resulting contract are to be governed by the laws of the state of Iowa. Changes in applicable laws and rules may affect the award process or the resulting contract. Vendors are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

## **2.23 Restrictions on Gifts and Activities**

Iowa Code Chapter 68B restricts gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Vendors are responsible to determine the applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

## **2.24 No Minimum Guaranteed**

The Iowa Department of Education anticipates that the selected vendor will provide services as requested by Iowa Department of Education. Iowa Department of Education will not guarantee any minimum compensation will be paid to the vendor or any minimum usage of the vendor's services.

## SECTION 3 SERVICE REQUIREMENTS

### 3.1 Scope of Work

#### Description of Services:

- Plan and facilitate the implementation of AIW in high schools throughout Iowa.
- Attend the Coaches Summer Institute
- Plan and facilitate the AIW Kick-off events and the AIW Mid-Year Institute
- Plan and facilitate site visits at AIW schools
- Plan and facilitate AIW Leadership meetings

Action	# of Days
Kick-off Institute (September)	2
Site Visits	6
Mid-Year Institute	2
Site Technical Assistance	4
Leadership Meetings	3
Planning for site visits, institutes, and leadership meetings	4

Dates: To Be Determined

## **SECTION 4 FORMAT AND CONTENT OF BID PROPOSALS**

### **4.1 Instructions**

These instructions prescribe the format and content of the bid proposal. They are designed to facilitate a uniform review process. Failure to adhere to the proposal format may result in the disqualification of the bid proposal.

- 4.1.1** The bid proposal shall be typewritten on 8.5" x 11" paper (one side only).
- 4.1.2** The bid proposal shall be divided into two parts: (1) the Technical Proposal and (2) the Cost Proposal. The bid proposal shall be sealed in an envelope. If multiple envelopes for each bid proposal are used, the envelopes shall be numbered in the following fashion: 1 of 4, 2 of 4, etc. The envelopes shall be labeled with the following information:

#### ***RFP Title***

#### ***Agency's Address***

Vendor's Name and Address

- 4.1.3** One (1) original and 2 copies of the bid proposal, in a sealed envelope, shall be timely submitted to the Issuing Officer.
- 4.1.4** If the vendor designates any information in its proposal as confidential pursuant to section 2.22, the vendor must also submit one (1) copy of the bid proposal from which confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible.
- 4.1.5** Bid proposals shall not contain promotional or display materials.
- 4.1.6** Attachments shall be referenced in the bid proposal.
- 4.1.7** If a vendor proposes more than one method of meeting these requirements, each should be labeled and submitted separately. Each will be evaluated separately.

### **4.2 Technical Proposal**

The following documents and responses shall be included in the bid proposal in the order given below:

#### **4.2.1 Transmittal Letter**

An individual authorized to legally bind the vendor shall sign the transmittal letter. The letter shall include the vendor's mailing address, electronic mail address, fax number, and telephone number.

Any request for confidential treatment of information shall be included in the transmittal letter in addition to the specific statutory basis supporting the request and an explanation why disclosure of the information is not in the best interest of the public. The transmittal letter shall also contain the name, address and telephone number of the individual authorized to respond to Iowa Department of Education about the confidential nature of the information.

#### **4.2.2 Table of contents**

The vendor shall include a table of contents of its bid proposal.

#### **4.2.3 Executive Summary**

The vendor shall prepare an executive summary and overview of the services it is offering, including all of the following information:

- 4.2.3.1** Statements that demonstrate that the vendor understands and agrees with the terms and conditions of the RFP and the proposed contract.
- 4.2.3.2** A vision and mission statement for this program.
- 4.2.3.3** An overview of the vendor's plans for the scope of work to be performed.
- 4.2.3.4** A demonstration of the vendor's knowledge related to the services to be performed.

#### **4.2.4 Service Requirements**

The vendor shall address each service requirement in Section 3 of the RFP and explain how it plans to approach each requirement. Proposals

must be fully responsive to service requirements. Merely repeating the requirements will be considered non-responsive and may disqualify the vendor. Proposals must identify any deviations from the requirements of this RFP or requirements the vendor cannot satisfy. Any deviations from the requirements of the RFP or any requirement of the RFP that the vendor cannot satisfy may disqualify the vendor.

#### **4.2.5 Background Information**

The vendor shall provide the following general background information:

- 4.2.5.1** Name, address, telephone number, fax number and e-mail address of the vendor including all d/b/a's or assumed names or other operating names of the vendor.
- 4.2.5.2** Form of business entity, i.e., corporation, partnership, proprietorship, limited liability company.
- 4.2.5.3** State of incorporation, state of formation, or state of organization.
- 4.2.5.4** Identity and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the vendor's performance under the terms of this RFP.
- 4.2.5.5** Local office address and phone number (if any).
- 4.2.5.6** Number of employees.
- 4.2.5.7** Type of business.
- 4.2.5.8** Name, address and telephone number of the vendor's representative to contact regarding all contractual and technical matters concerning this proposal.
- 4.2.5.9** Name, address and telephone number of the vendor's representative to contact regarding scheduling and other arrangements.
- 4.2.5.10** Name and qualifications of any subcontractors who will be involved with this project.
- 4.2.5.11** Identify the vendor's accounting firm.
- 4.2.5.12** The successful vendor will be required to register to do business in Iowa. If already registered, provide the date of

the vendor's registration to do business in Iowa and the name of the vendor's registered agent.

#### **4. 2.6 Experience**

The vendor must provide the following information regarding its experience:

- 4.2.6.1**        Number of years in business.
- 4.2.6.2**        Number of years experience with providing the types of services sought by the RFP.
- 4.2.6.3**        Describe the level of technical experience in providing the types of services sought by the RFP.
- 4.2.6.4**        List all services similar to those sought by this RFP that the vendor has provided to other businesses or governmental entities.
- 4.2.6.5**        Letters of reference from three (3) previous clients knowledgeable of the vendor's performance in providing services similar to the services described in this RFP and a contact person and telephone number for each reference.

#### **4.2.7 Personnel**

The vendor must provide resumes for all key personnel, including the project manager, who will be involved in providing the services contemplated by this RFP. The following information must be included in the resumes:

- 4.2.7.1**        Full name.
- 4.2.7.2**        Education.
- 4.2.7.3**        Years of experience and employment history particularly as it relates to the scope of services specified herein.

#### **4.2.8            Financial Information**

The vendor must provide the following financial information

- 4. 2.8.1**        Submit audited financial statements (annual reports) for the last 3 years.
- 4. 2.8.2**        Provide a minimum of three (3) financial references.



#### **4.2.9 Terminations, Litigation, Debarment**

The vendor must provide the following information:

- 4.2.9.1** During the last five (5) years, has the vendor had a contract for services terminated for any reason? If so, provide full details related to the termination.
- 4.2.9.2** During the last five (5) years, describe any damages or penalties of anything of value traded or given up by the vendor under any of its existing or past contracts as it relates to services performed that are similar to the services contemplated by this RFP and the resulting Contract. If so, indicate the reason for the penalty or exchange of property or services and the estimated account of the cost of that incident to the vendor.
- 4.2.9.3** During the last five (5) years, describe any damages or penalties or anything of value traded or given up by vendor under any of its existing or past contracts as it relates to services performed that are similar to the services contemplated by this RFP. If so, indicate the reason for the penalty or exchange of property or services and the estimated amount of the cost of that incident to the vendor.
- 4.2.9.4** During the last five (5) years, describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the vendor to engage in any business, practice or activity.
- 4.2.9.5** During the last five (5) years, list and summarize pending or threatened litigation, administrative or regulatory proceedings, or similar matters that could affect the ability of the vendor to perform the required services. The vendor must also state whether it or any owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in rejection of the bid proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a bid proposal, and with respect to the successful vendor after the execution of a contract, must be disclosed in a timely manner in a written statement to the Iowa Department of Education.

- 4.2.9.6** During the last five (5) years, have any irregularities been discovered in any of the accounts maintained by the vendor on behalf of others? If so, describe the circumstances of irregularities or variances and disposition of resolving the irregularities or variances.

#### **4.2.10 Proposal Certification**

The vendor shall sign and submit with the bid proposal the document included as Attachment # **[enter number]** in which the vendor shall certify that the contents of the bid proposal are true and accurate.

#### **4.2.11 Acceptance of Terms and Conditions**

The vendor shall specifically agree that the bid proposal is predicated upon the acceptance of all terms and conditions stated in the RFP. If the vendor objects to any term or condition. The vendor must specifically refer to the RFP page, and section. Objections or responses that materially alter the RFP may be deemed non-responsive and disqualify the vendor.

#### **4.2.12 Certification of Independence and No Conflict of Interest**

The vendor shall sign and submit with the bid proposal the document included as Attachment # **[fill in number]** in which the vendor shall certify that it developed the bid proposal independently. The vendor shall also certify that no relationship exists or will exist during the contract period between the vendor and the Iowa Department of Education that interferes with fair competition or is a conflict of interest. The Iowa Department of Education reserves the right to reject a bid proposal or cancel the award if, in its sole discretion, any relationship exists that could interfere with fair competition or conflict with the interests of the Iowa Department of Education.

#### **4.2.13 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions**

The vendor shall sign and submit with the bid proposal the document included as Attachment # **[enter number]** in which the vendor shall certify that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal, department or agency.

#### **4.2.14 Authorization to Release Information**

The vendor shall sign and submit with the bid proposal the document included as Attachment # **[fill in number]** in which the vendor authorizes the release of information the to Iowa Department of Education.

#### **4.2.15 Firm Bid Proposal Terms**

The vendor shall guarantee in writing the availability of the services offered and that all bid proposal terms, including price, will remain firm a minimum of **[number (#)]** days following the deadline for submitting proposals.

### **4.3 Cost Proposal**

The vendor shall provide its cost proposal for the proposed services. The cost proposal shall include the following:

**[fill in as appropriate for the RFP]**

## **Section 5    Evaluation of Bid Proposals**

### **5.1    Introduction**

This section describes the evaluation process that will be used to determine which bid proposal provides the greatest benefits to Iowa Department of Education. The evaluation process is designed to award the contract not necessarily to the vendor of least cost, but rather to the vendor with the best combination of attributes to perform the required services.

### **5.2    Evaluation Committee**

**Iowa Department of Education intends to conduct a comprehensive, fair and impartial evaluation of bid proposals received in response to this RFP. Iowa Department of Education will use an Evaluation Committee to review and evaluate the proposals.**

### **5.3    Evaluation Criteria**

The Evaluation Committee will evaluate all proposals and make an award made using the following criteria, which are listed in no particular order.

Required Knowledge and Skills

The consultant must have extensive and detailed knowledge of Authentic Intellectual Work (AIW) Framework and be able to assist local school teams in improving instruction by implementing AIW. He or she must have experience in successfully implementing AIW at the classroom and building level. The consultant must have a detailed understanding of the research around AIW and the ability to serve as the connection to the research.

### **5.4    Recommendation of the Evaluation Committee**

The final ranking and recommendation(s) of the Evaluation Committee shall be presented to the **evaluation team** for consideration. This recommendation may include, but is not limited to, the name of one or more vendors recommended for selection or a recommendation that no vendor be selected.

**Attachment # \_\_\_\_**

Date

**[Name of Issuing Officer]**, Issuing Officer  
**[name of Agency]**  
**[Agency Address]**

Re: Request for Proposal Number **[fill in number]**  
PROPOSAL CERTIFICATION

Dear **[Name of Issuing Officer]**:

I certify that the contents of the proposal submitted on behalf of (Name of Vendor) in response to **[Name of Agency]** for Proposal Number XXX for XXX Services are true and accurate. I also certify that (Name of Vendor) has not made any knowingly false statements in its proposal.

Sincerely,

---

Name and Title

**Attachment #\_\_**

Date

**[Name of Issuing Officer]**, Issuing Officer  
**[Name of Agency]**  
**[Agency Address]**

Re: Request for Proposal Number **[fill in number]**  
CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF  
INTEREST

Dear **[Name of Issuing Officer]**:

By submitting a proposal in response to **[Name of Agency]** Request for Proposal Number **[number]** for **[describe services]** Services (RFP), the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Iowa Department of Education who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee.
2. The proposal has been developed independently, without consultation, communication or agreement with any other vendor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other vendor.
4. No attempt has been made or will be made by (Name of Vendor) to induce any other vendor to submit or not to submit a proposal for the purpose restricting competition.
5. No relationship exists or will exist during the contract period between (Name of Vendor) and Iowa Department of Education that interferes with fair competition or as a conflict of interest.

Sincerely,

---

Name and Title

**Attachment #\_\_**

Date

**[Name of Issuing Officer]**, Issuing Officer  
**[Name of Agency]**  
**[Agency Address]**

Re: Request for Proposal Number **[fill in number]**  
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND  
ELIGIBILITY, AND VOLUNTARY EXCLUSION

Dear **[Name of Issuing Officer]**:

By submitting a proposal in response to **[Name of Agency]** Request for Proposal Number **[number]** for **[describe services]** Services (RFP), the undersigned certifies the following:

1. I certify that, to the best of my knowledge, (Name of Vendor) and all of its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or agency; (b) have not within a three year period preceding this proposal been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or other criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this proposal had one or more public transactions (federal, state, or local) terminated for cause.
2. This certification is a material representation of fact upon which the Iowa Department of Education has relied upon when this transaction was entered into. If it is later determined that the undersigned knowingly rendered an erroneous certification, in addition to other remedies available, the Iowa Department of Education may pursue available remedies including suspension, debarment, or termination of the contract.

Sincerely,

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Name and Title

**Attachment #\_\_**

Date

**[Name of Issuing Officer]**, Issuing Officer  
**[Name of Agency]**  
**[Agency Address]**

Re: Request for Proposal Number **[fill in number]**  
AUTHORIZATION TO RELEASE INFORMATION

Dear **[Name of Issuing Officer]**:

**[name of vendor]** hereby authorizes the **[Name of Agency]** ("Agency") to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful vendor in response to Request for Proposal Number **[number]**.

The vendor acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The vendor acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from Iowa Department of Education or may otherwise hurt its reputation or operations. The vendor is willing to take that risk.

The vendor hereby releases, acquits and forever discharges the State of Iowa, Iowa Department of Education, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Iowa Department of Education in the evaluation and selection of a successful vendor in response to Request for Proposal Number **[number]**.

The vendor authorizes representatives of the Iowa Department of Education to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the undersigned's proposal submitted in response to Request for Proposal Number **[number]**.

The vendor further authorizes any and all persons, entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims,



demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Iowa Department of Education in the evaluation and selection of a successful vendor in response to Request for Proposal Number **[number]**.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

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Printed Name of Vendor Organization

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Name and Title of Authorized Representative

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Date

Attachment #\_\_

## Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

**Please choose the statement(s) that pertains to this grant application.  
Complete all the information requested for the chosen statement(s).**

- ☐ The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project

Indicate which group is impacted:

- \_\_\_ Women
- \_\_\_ Persons with a Disability
- \_\_\_ Blacks
- \_\_\_ Latinos
- \_\_\_ Asians
- \_\_\_ Pacific Islanders
- \_\_\_ American Indians
- \_\_\_ Alaskan Native Americans
- \_\_\_ Other

- ☐ The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- \_\_\_ Women
- \_\_\_ Persons with a Disability
- \_\_\_ Blacks
- \_\_\_ Latinos
- \_\_\_ Asians
- \_\_\_ Pacific Islanders
- \_\_\_ American Indians
- \_\_\_ Alaskan Native Americans

\_\_\_ Other

- ☐ The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge: Name: \_\_\_\_\_

Title: \_\_\_\_\_

### **Definitions**

“Minority Persons”, as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

“Disability”, as defined in Iowa Code Section 15.102, subsection 5, paragraph “b”, subparagraph (1):

*b.* As used in this subsection:

(1) “*Disability*” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

“*Disability*” does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“State Agency”, as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.